

**U.S. DEPARTMENT OF STATE**

**U.S. EMBASSY KABUL PUBLIC AFFAIRS SECTION  
LOCAL GRANTS PROGRAM**

**Funding Opportunity Title:** U.S. Embassy Kabul Alumni Small Grants Program

**Funding Opportunity Number:** SCAKAB-12-AW-003-SCA-020112

**CFDA Number:** 19.501

**Date Opened:** February 1, 2012

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**I. Funding Opportunity Description**

The U.S. Embassy Kabul Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce funding is available through the embassy's Alumni Small Grants program. Please follow all instructions below carefully.

**Purpose of Grant:** These local grants are intended for local Alumni of U.S. Government-sponsored exchange programs. They support projects to:

1. Develop Alumni networks across professional fields.
2. Support Alumni efforts to transfer knowledge gained while on U.S. Government-sponsored exchange programs.
3. Provide support funding for volunteer and community service efforts.
4. Develop leadership capacity among young Alumni.

Projects should be Alumni-led. They should have a direct impact on the surrounding community, support networking among Alumni from different years and/or programs, and include a volunteer component.

**II. Award Information**

**Funding Instrument Type:** Grant

**Floor of Individual Award Amounts:** \$500

**Ceiling of Individual Award Amounts:** \$5,000

The U.S. Embassy Kabul Public Affairs Section reserves the right to award less or more than the funds described in the absence of worthy applications or under such other circumstances as it may deem to be in the best interest of the U.S. government.

**Project and Budget Periods:** Projects must be completed in six months or less.

### **III. Eligibility Information: Restricted**

This fund is available solely to Alumni of U.S. Government exchange programs who are registered on <http://state.alumni.gov>.

### **IV. Application Submission and Deadline**

Proposals should be submitted via email to the U.S. Embassy in Kabul at the following email address: [kabulpdproposals@state.gov](mailto:kabulpdproposals@state.gov). Applications are accepted in English only, and final grant agreements will be concluded in English.

When submitting a proposal, applicants are required to include the Federal Assistance Application (Standard Form 424), which is available, along with guidance for completing this form, at: [www.grants.gov](http://www.grants.gov) or [http://fa.statebuy.state.gov/content.asp?content\\_id=20&menu\\_id=68](http://fa.statebuy.state.gov/content.asp?content_id=20&menu_id=68). Applicants are recommended to complete and submit the suggested local grants application format attached to this announcement. Applicants must complete and submit a detailed budget.

### **V. Review and Selection Process**

Each application submitted under this announcement will be evaluated and rated on the basis of the following evaluation criteria. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail. Points are awarded only to applications that are responsive within the context of this program announcement.

Applicants must submit a full project description in accordance with the following instructions and the specified evaluation criteria. The instructions give a broad overview of what the project description should include while the evaluation criteria provide details of more program-specific information that is needed.

**Cover Sheet:** Provide a summary of the project description (no more than two pages) with reference to the amount and duration of the funding request.

**Narrative:** Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state reasons for taking the proposed approach rather than alternatives. Describe any unusual features of the project, such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates. List

those organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

### **Application Evaluation Criteria:**

Goals and Objectives – The project is likely to provide maximum impact in achieving the proposed results and the organization. The project addresses one or more of the U.S. Embassy Kabul Public Affairs Section priorities outlined previously. Applicant demonstrates it is able to measure program success against key indicators and provide milestones to indicate progress toward Public Affairs Section goals. (30 points)

Strengths and Innovation – Applicant clearly describes how its proposal will address the requested program within the proposed time frame and articulates an innovative strategy or plan. The project builds civil society leadership and capacity, and demonstrates sustainable capacity building. (30 points)

Organizational Capacity – The organization has expertise in one or more of U.S. Embassy Kabul Public Affairs Section priorities and demonstrates the ability to perform the proposed activities. Where partners are described, the applicant details each partner's respective role and provides curriculum vitas (CVs) for persons responsible for the project and financial administration. Each key person responsible for the proposed project and its financial administration is listed and a CV for these persons is provided. (30 points)

Budget and Budget Justification – The budget and narrative justification are reasonable in relation to the proposed activities and anticipated results and the plan for services is realistic. (10 points)

## **VI. Award Administration**

**Award Notices:** The grant award or cooperative agreement shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the U.S. government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the recipient. Organizations whose applications will not be funded will also be notified in writing.

**Anticipated Time to Award:** Applicants should expect to be notified of the recommended concepts within 90 days after the submission deadline.

**Closing Date:** Applications will be accepted until no later than September 1, 2012, but the fund may close earlier should funds be fully obligated prior to that date.

**Reporting Requirements:** All awards issued under this announcement will require both program and financial reports on a frequency specified in the award agreement. The disbursement of funds may be tied to submission of these reports in a timely manner. All other details related to award administration will be specified in award agreement as well.